

Reports
racekley
RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Management Staff, DD/A

20 May 1954

Chief, Records Management Division

Weekly Report - Week ending 19 May 1954

The most significant happenings for the week were:

[Redacted]

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2. A descriptive flier on the use of Letterex was distributed to all Area Records Officers. In addition, arrangements have been made to publicize the use of this aid to correspondence preparation through Building Supply Officers. Preliminary indications are that this form will receive wide use.

3. Considerable interest has been expressed recently in an Agency-wide Reports Management Program. As a result, we are in the process of preparing a Reports Management Handbook which will explain how the program should be established and how reports can be analyzed. In addition, a flier introducing the program is being developed.

4. [Redacted] one of our analysts, has received permission from the Security Office to present a term paper entitled "Balance of Power and the United Nations" to the USDA Graduate School in connection with the work he is doing towards his Master's Degree in Public Administration.

5. We have been advised by the Real Estate and Construction Division that we will be able to move into the recently renovated space on the first floor of this building on Monday, 24 May.

[Redacted]

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Report for Week Ending 19 May 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

X a. Correspondence Management - No change from previous report. Review is 20% complete.

✓ b. Reports Management - Drafts of the proposed guides for the first phase of establishing the program were completed. These guides include a proposed Logistics Office Notice implementing the initial reports survey and a comprehensive paper on analyzing reports. Project is 10% complete.

X Project 4-94 - Office of the Comptroller Reports Management Program

No change from previous report. Project is 10% complete.

Project 4-98 - Correspondence Handbook

X Revision of the Handbook and reconciliation of comments are continuing. The points of disagreement yet to be resolved are block style paragraphing, and the manner of showing the distribution of copies and the originating office's designation. Project is 75% complete.

General Information

X a. Reports Management Handbook - This guide will be in two parts, a section on standard operating procedures, and one on analyzing reports. Approximately 30% of Section II was completed with the drafting of the paper on analyzing reports mentioned under Project 4-91. Case studies, using Agency reports as examples, will constitute the major part of this section. Collection of material must therefore await the establishment of two or three area programs.

X b. Headquarters-wide Use of Letterex - The descriptive flier on Letterex was distributed to all Area Records Officers. This action and the publicity being given Letterex by Building Supply Officers are producing results. The advantageous use of Letterex has been reported by several offices. Three administrative officers have expressed a desire to use Letterex in other forms, i.e., in legal size and in preassembled sets. These possible uses are being investigated.

Chief, Reports and Correspondence
Management Branch

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Report For Week Ending 18 May 1954
RECORDS CENTER BRANCH

Accessioning

The rate of accessioning is continuing at the same level as previous weeks. During this week the following accessions were received:

O O	13 cubic feet
ORR	11
Comptroller	2
Mgt. Staff	2
DD/P	<u>1</u>
	29 cubic feet

Total accessions to date - 150. ✓

Reference

Service on requests in the Records Unit continues at a high rate. During this report period 231 requests were serviced, 4 being handled as specials. One hundred and one of these requests were received from OCD, Library.

The work-load of the Supplemental Distribution Unit continues to be high. A three month back-log of posting of returns has been completed. Fifty cubic feet of JANIS material has been disposed of per memorandum dated 23 March 1954, signed by Chairman, NIS Committee. A final report will be made regarding this material upon completion of disposal of all JANIS authorized in this memorandum.

General

A party of six persons from RI, including [redacted] poured the Center on Monday. They were interested in overall operations and expressed satisfaction with the facilities and services.

A meeting was held with Mr. Harry J. Baudu, Chief, Photoscience Laboratory, National Archives. Information regarding the storage and recopying of nitrate film was secured.

[redacted] Librarian, OCD visited the Center to discover what services might be utilized by the branch library he will head up to provide service for OSI. [redacted] Area Records Officer, OCD also visited the Center.

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Report for Week Ending 19 May 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

X No significant change.

40 %

Project 4-86 - Forms Index

X Revised and corrected machine run completed. Ready for printing and submission to Area Records Officers and other interested officials for review.

60 %

Project 4-95 - Forms Management Handbook

X Pressure of current work has precluded action on this project.

Project 4-103 - Preparation of Final-Type Copy by Forms Management Branch

X Status quo.

10 %

Liaison with Area Records Officers

25X1 [] ARO, OO/C reported visiting [] 25X1
offices recently in connection with records management and related matters. All offices were effectively using standardized forms and only one [] office had found it necessary to devise a single local form. [] plans to visit all remaining [] offices 25X1
in the near future, it is believed that other branch chiefs might therefore wish to discuss their fields of functional interest with him now and subsequent to these proposed trips.

OO Information Report

Successful test results were finally obtained in producing acceptable ozalid copies from a record carbon copy on 9 lb sulphite paper. This was accomplished by placing a carbon sheet behind as well as in front of the record copy, obtaining both a positive and a reverse image. This added density, at machine settings 5 thru 8, was sufficient to result in good quality ozalid copies. Cost comparisons between this and conventional methods are now being made.

NCR Paper

We have been advised that McGregor-Werner, Inc. is now a distributor for this paper. Samples will be obtained and tested in conjunction with Employee Suggestion #799.

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Standardization of Forms and Procedures, Class A Finance Offices

Project has been completed.

Disaster Evacuation of [REDACTED]

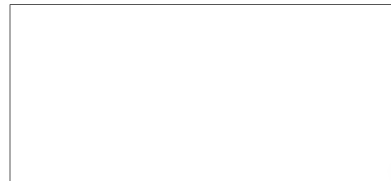
[REDACTED] has been named Building Evacuation Officer and charged with preparation of Fire and Disaster Plans. [REDACTED] has been appointed Alternate Building Evacuation Officer. [REDACTED] was advised that an Air Raid Drill is scheduled for 14 June 1954.

ARDC Seminar

[REDACTED] has been invited to participate as a guest speaker and panel member in the Third Air Research and Development Command Forms Management Seminar to be held 26 - 28 May at Baltimore, Md. His subject will be "The Philosophy of Forms Management."

Summary of Individual Forms Actions

<u>Type</u>	<u>No. of Actions</u>	<u>No. of Copies</u>
New	13	43,350
Revised	10	117,100
Reprint	14	227,500
Other Forms	5	67,800
	<u>42</u>	<u>455,750</u>
Obsolete	4	
	<u>38</u>	
<u>Pending Actions</u>	9	



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Report for the week ending 19 May 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

X No change from previous report. Project approximately 75% complete. Several attempts were made to meet with [] but he continues to postpone completion of the Vital Materials schedule because of the pressure of other work.

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Project 4-79 - Records Management Survey, FBID

+ The project is continuing and is approximately 75% complete. In the past week, file systems were established in the office of three Radio Propaganda analysts which completes the Soviet Section.

Project 4-80 - Agency-wide Microphotography Survey

X The Microfilming Survey Questionnaire and proposed Notice have been informally cleared by Regulations Control Staff. A printed copy of the Questionnaire is now being prepared. When completed, it will be forwarded to the DD/A along with the proposed Notice for authentication and release. Project approximately 7% complete.

Project 4-81 - Security Desk Trays

X The order for the 50 sample trays has been received by the Safemaster Company. A representative of the Company states that they will give us a tentative delivery date after some experimental work with a revised latching device. Project approximately 86% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records - HB 40-150

X With the exception of the exhibits being prepared by the Printing and Reproduction Division, the Handbook is ready for release to the Regulations Control Staff. A meeting with the Inspector General is still pending. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

X It was previously reported that the Office of Intelligence Coordination wished to postpone the establishment of a schedule for Vital Materials deposits because of a pending reorganization. A follow-up was made this week to determine the present status, and the Area Records Officer reports that the reorganization is still pending and that it appears that OIC will be transferred as a unit operating under the Special Assistant to the Director, Planning and Coordination Staff, headed by Mr. Bissell. Due to the imminence of the reorganization, the Area Records Officer felt it best to defer preparation of the schedule as it is her opinion that additional material will be deposited by the unit after the reorganization. 770/0

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Project 4-84 - Vital Materials Microfilm Projects

Microfilming of the BR dossiers continues. Project approximately 35% complete.

X Microfilming of the Personnel Position Inventory continues. Project approximately 95% complete.

General Information:

Following discussions with each Area Records Officer regarding proposed changes in the Vital Materials Inventory now furnished each office quarterly, the changes will be made and a revised inventory report form has been ordered. The changes involve the following:

- a. Use of a preprinted form with column titles to make the inventory report form more easily understood.
- b. Revision in the size of the form to permit vertical filing in standard cabinets.
- c. Discontinue furnishing a complete inventory each quarter and instead issue the complete inventory on an annual basis with a quarterly report of deposits and withdrawals.
- d. Preprint the security classification on the form to eliminate the hand-stamping of approximately 4,500 pages each quarter.
- e. Reduce the total number of pages in the complete inventory by listing consecutive items as a group instead of as individual items and by discontinuing the practice of starting a new page with each change in file classification.
- f. Group the list of materials of each Office by Division to facilitate checking the report.

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X 4-96 No Change. 5%

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Report for Week Ending 19 May 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

X 267 describable items covering an estimated 1,983 feet of records have been listed. Records Control Schedules are being prepared in final form and are 32% complete.

X Project 4-78 - Records Management Survey, Office of the General
Counsel

No change from previous report. ✓ 99%

X Project 4-91 - Review of Records Management Program, Logistics
Office

No change from previous report. (see R & C Branch report)

X Project 4-97 - Records Disposition Handbook

No change from previous report. Project approximately 25% complete.

Project 4-113 - Records Management Survey, Foreign Documents
Division

X 2,400 feet of records have been surveyed. Records Control Schedules are being prepared in final form and are 63% complete.

Project 4-116 - Records Management Survey, Security Office

X 52 describable items covering an estimated 400 feet of records have been listed. Project approximately 35% complete.

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